



TEXAS DEPARTMENT OF LICENSING & REGULATION
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***UNPAID* INTERNSHIP POSTING**
Regulatory Program Management/Combative Sports
Combative Sports Program Intern
Program Specialist Intern

Posting: RPM/CS Intern #04-22
Opening Date: 4/14/22
Closing Date: Until Filled

As an intern, you will learn the ins and outs of the boxing and MMA world! See what it takes to put on a Combative Sports event from the regulatory side. Learn in a fun, fast paced office from seasoned combative sports veterans. Internship available with the TDLR Combative Sports Department. Let's get ready to Regulate!

General Description

The Combative Sports Intern is responsible to the Combative Sports Program Manager and Building and Mechanical and Combative Sports Section Manager. The Combative Sports Intern's role is to assist in creating, organizing, and auditing event folders, assisting program staff at combative sports events, and other duties related to program administration. The Combative Sports Intern is provided training to perform tasks and would learn about the requirements of a Combative Sports Program Specialist, Promoter and Contestant, and the regulation of Combative Sports in Texas.

***The position will be located at the North Campus 1106 Clayton Ln. Austin, TX 78723.**

Essential Duties

- Assist with the development and auditing of event folders to ensure each has all required information, including all required notices, application requirements, and other documentation.
- Assist program staff with the oversight and administration of events, including weigh-ins, licensing, and contestant supervision.
- Assist with research on events and contestants prior to filing complaints to the Enforcement Division.
- Assist with reviewing standard operating procedures to ensure all processes are appropriately documented for the administration of the program.
- Assist with transitioning physical files into the digital format so they can be transferred to an online system.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the Agency's core values.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the Programs and the Department.
- Adheres to all Department procedures and personnel policies, including procedures relating to confidential information, and perform other related work as assigned.

Minimum Requirements:

Currently enrolled in an accredited four-year college or university with major coursework in sports management, sports medicine, physical education, health education, business administration, or a related field. Undergraduate applicants must have a minimum of 12 semester hours earned at time the intern application is submitted. For fall and/or spring semester internships, undergraduate applicants must be currently enrolled in a minimum of 12 credit hours and graduate applicants must be currently enrolled in a minimum of 6 credit hours. Applicants must have an overall grade point average (GPA) of 2.5 or higher on a 4.0 grade point scale OR "Pass" on a Pass/Fail system.

Must have internet connection, computer or laptop, and office workspace at home.

Remarks:

Knowledge of combative sports, such as boxing, MMA, Muay Thai, and kickboxing and the applicable regulations in Texas. Skill in working in the Office 365 suite programs, such as Outlook, Teams, Word, PowerPoint, etc.

Intern application may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, Austin Texas 78711. Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.